

TERM OF COMMISSION: August Session of the July Adjourned Term

PLACE OF MEETING: Roger B. Wilson Boone County Government Center  
Commission Chambers

PRESENT WERE: Presiding Commission Daniel Atwill  
District I Commissioner Karen Miller  
District II Commissioner Janet Thompson  
Senior Buyer Amy Robbins  
Accountant Jason Gibson  
Deputy County Clerk Mike Yaquinto

The meeting was called to order at 1:30 p.m.

**Purchasing**

**1. First reading; Bid Opening 34-22AUG13 – BCPW South Facility Lot Grading & Access Drives**

The following bids were received:

Emery Sapp & Sons, Inc.	\$155,271.00
Sapp Construction, Inc.	\$135,411.56
CL Richardson Construction Co.	\$148,174.20
Jeff Schnieders Construction Co.	\$131,995.44
Tim Harris Excavating	\$150,684.60

Commissioner Atwill thanked all those that presented bids on the project and said that the bids will be returned to the Purchasing Department for evaluation.

**2. First reading; Bid Award 32-30JUL13 – Pre-printed Envelopes for Boone County Collector.**

Amy Robbins read the following memo:

The Request for Bid for 32-30JUL13 – Pre-printed Envelopes closed on July 30, 2013. Ten bid responses were received. Bear Graphics and Printing of Centralia, MO was the low bidder this year as they were last year. In working with Bear Graphics during the 2012-2013 contract period, however, the Collector's Office experienced difficulty in obtaining test samples, long wait times to receive envelope proofs after the order was made and envelope shortages upon delivery. Due to these issues, the Collector's Office recommends award to the 2<sup>nd</sup> low bidder, Affordable Printing Solutions of Holts Summit, MO for offering the best bid for Boone County.

Cost of the contract is \$9,399.33 and will be paid from department 1150 – Collector, account 23001 – Envelope and Office Forms Printing. \$10,330.00 was budgeted for this bid.

Commissioner Miller asked what the difference in the bids were.

Ms. Robbins said that Bear Graphics bid was \$8,838.23 and the bid from Affordable Printing Solutions was \$9,399.33.

There were no further comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

**3. First reading; Bid Award 31-12JUL13 – 2013 Roadway Surface Seal Treatment Project**

Amy Robbins read the following memo:

The Request for Proposal for *31-12JUL13 – 2013 Roadway Surface Seal Treatment Project* closed on July 13, 2013. Four proposal responses were received.

The evaluation committee consisted of the following:

Daniel Haid, Resource Management  
Derin Campbell, Resource Management  
Jeff McCann, Resource Management

The evaluation committee recommends award as follows per their attached Evaluation Report:

- Wagon Trail Road – Donelson Construction, LLC in the amount of \$23,112.60
- Rollingwood Blvd. – Corrective Asphalt Materials, LLC in the amount of \$18,925.90
- Crump Lane – Missouri Petroleum Products Company in the amount of \$12,327.84

Total contract amount is \$54,364.00 and will be paid from Department 2041 – Infrastructure Preservation/Rehabilitation, Account 71202 – Contractor Costs.

There were no comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

**4. First reading; Contract Amendment Number One – Electronic Payment Processing**

Contract 26-05JUL11 – *Electronic Payment Processing* was approved in commission on September 27, 2011, commission order 394-2011. The attached amendment changes the name on the contract from ACH Direct, Inc., dba Federal Payments to Forte Payment Systems, Inc, and it renews the contract for the period September 1, 2013 through August 31, 2014. All other terms and conditions remain the same.

There were no comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting appropriate order for approval.

**5. Second reading; Computer and Peripheral Surplus Disposal (1<sup>st</sup> reading 8-20-13)**

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the request by the Purchasing Department to dispose of the attached list of Surplus PC & Peripheral equipment through MRC Recycling Center. It is further ordered the Presiding Commissioner is hereby authorized to sign the Request for Disposal forms.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #381-2013**

**6. Second reading; Cleaning Services for Centralia Commission Office (1<sup>st</sup> reading 8-20-13)**

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the Purchase Agreement with ISS Facility Services, Inc. for Office Cleaning Services for the Centralia, MO Boone County Commission Office. The terms of the agreement are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #382-2013**

### **Auditor**

#### **7. First reading; Amendment Number Three – 49-27OCT08 – Financial and Compliance Auditing Services**

Jason Gibson said that this amendment is to cover the single audit and the three additional programs that were required to be audited to get to the 50% threshold on compliance. Every year we re-negotiate the cost and the \$3,000 are for the three additional programs that were audited.

There were no comments or questions.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

### **Sewer District**

#### **8. Second reading; Community Development Block Grant Application (1<sup>st</sup> reading 8-20-13)**

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the Community Development Block Grant FY 2013 application in connection with the Manchester Heights Sewer Project as requested by the Boone County Regional Sewer District. The terms of the agreement are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Agreement.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #383-2013**

**County Counselor**

**9. Second reading; Elimination of the 911 Telephone Tax. (1<sup>st</sup> reading 8-20-13)**

Commissioner Atwill made the following motion:

WHEREAS, on November 5, 1985, the voters of Boone County approved a telephone tax on landline telephones to fund a 911 Public Safety Answering Service; and

WHEREAS, the County Commission has for many years routinely set a tax levy at the 2% of the tariff rate as contemplated by RSMo §190.310; and

WHEREAS, the proceeds of said tax are accounted for in Boone County Fund #202, the E-911 Emergency Telephone Fund; and

WHEREAS, the decline in the use of landline telephone service, coupled with the increase in the use of cellular phones, has had reduced the effectiveness of this landline tax; and

WHEREAS, on April 2, 2013, the voters of Boone County approved a sales tax to fund a new 911 / Joint Communications Service to be operated as a department of Boone County government; and

WHEREAS, the sales tax levy from the April 2, 2013, ballot issue will take effect on October 1, 2013, with collections of the sales tax to follow in late 2013; and

WHEREAS, the County Commission indicated that if the voters approved the April, 2013 sales tax proposal, that it would eliminate the landline telephone tax; and

WHEREAS, the County Commission intends by this Commission Order to keep the promise made to the citizens of Boone County.

NOW, THEREFORE, on this day the County Commission of the County of Boone does hereby set the E-911 tax levy at 0% effective January 1, 2014 (reduced from 2% of the tariff rate), and by these presents eliminates this tax levy as of January 1, 2014. As contemplated by RSMo §190.310.3, the County Clerk is requested to publish in the minutes of the County Commission the elimination of this levy and, in coordination with the County Treasurer, is further requested to notify by mail every service supplier (any provider of exchange telephone services) registered with the County.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #384-2013**

**Treasurer**

**10. Second reading; LEPC CEPF Grant Application FY 2014 (1<sup>st</sup> reading 8-20-13)**

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the attached application request by the Local Emergency Planning Committee (LEPC) for the Chemical Emergency Preparedness Fund Grant (CEPF) FY 2014.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #385-2013**

### **Human Resources**

#### **11. Second reading; Approve two new positions, Director 911 Joint Communications and Director, HR & Risk Management (1<sup>st</sup> reading 8-20-13)**

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve and accept the recommendation from the Job Classification Committee to establish one new exempt position classification titled Director, 911 Joint Communications at pay range 62 and one new exempt position classification titled Director, HR & Risk Management at pay range 55. The Commission also authorizes the Human Resources Department to immediately begin recruitment efforts for the position of Director, HR & Risk Management.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #386-2013**



**Commission**

**12. 1<sup>st</sup> & 2<sup>nd</sup> reading; Organizational Use of the Government Center Chambers by  
Cups of Kindness for September 18, 2013**

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby approve the Organizational Use of the Government Center Chambers by Cups of Kindness September 18, 2013 from 4:30 p.m. to 9:00 p.m.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #387-2013**

**13. 1<sup>st</sup> & 2<sup>nd</sup> reading; Office of Emergency payment**

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby approve the payment of \$11,774.39 to the Office of Emergency Management for expenses incurred for the period of April 1, 2013 through June 30, 2013.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order #388-2013**

**14. Public Comment**

None

**15. Commissioner Reports**

None

The meeting adjourned at 1:47 p.m.

Attest:

  
Wendy S. Noren  
Clerk of the County Commission



Daniel K. Atwill  
Presiding Commissioner



Karen M. Miller  
District I Commissioner



Janet M. Thompson  
District II Commissioner